

MINUTES

SC Architecture Oversight Committee (AOC) Meeting
State Data Center, Room 105
July 29, 2003

AOC Members in Attendance:

Joan Assey	Judicial Department
Gigi Brickle	Legislative Printing
Jerry Brown	Department of Labor, Licensing and Regulation
David Foshee	Department of Disabilities and Special Needs
Steve Flowers	State Accident Fund
Valerie Goodwin	Commission for the Blind
Dennis Nalty	Department of Alcohol and Other Drug Abuse Services
Pat O'Cain	Comptroller General's Office
Tom Rupsis	State Law Enforcement Division
Dan Sherrill	Department of Transportation
Jim Scurry	Department of Natural Resources
Khushru Tata	State Board of Technical and Comprehensive Education
Barbara Teusink	Department of Education
Richard Wicker	State Housing, Finance and Development Authority
John Ward	Department of Corrections
Larry Johnson (Chairman)	Division of the State Chief Information Officer

Call to Order

The meeting was called to order at 9:06 am.

Establish Quorum

Attendance was taken and a quorum established.

Approve Agenda

A motion was made, seconded and passed to accept the proposed agenda for the meeting.

Introductions

AOC members and all other attendees introduced themselves.

New Business:

AOC Organization

Approval of Ad Hoc Committees' Recommendations

- a. The first item of new business involved consideration of the recommendations of the three ad hoc committees on governance, process and structure. After a brief discussion, a motion was made, seconded and passed to adopt the recommendations as bylaws for the AOC, but with allowances for minor revisions and clarifications.
- b. As a minor revision to section 1 of the bylaws, entitled *Scope of Responsibility*, it was proposed that the words 'cost reductions through' in item *a* be stricken from the phrase 'to achieve cost reductions through more effective and efficient use of IT resources.' This would leave the phrase reading, 'to achieve more effective efficient use of IT resources.' This change was put in the form of a motion and passed.

Additional Organizational Considerations

The next order of business involved Outstanding Governance Issues, in particular issues concerning AOC member replacements, the selection of a vice-chairman, and the selection of alternates. A document setting forth these three issues had been distributed earlier to the AOC members for their consideration. Each item was discussed in turn with the following adopted by motions, which were passed:

- a. It was established that, when an AOC member is unable to attend a meeting, the member will request that the alternate serving the same term attend in place of the member. If that alternate is unable to attend, the member will make the same request of the other alternate. In such instances, the member will be responsible for notifying the chairman that an alternate will be serving in his place, or – depending upon the availability of alternates – that no one will be representing his functional group in the meeting.
- b. It was provided that, when a member becomes unable to serve on the committee, he or she will be replaced by the alternate elected for the same term of office. That is, members serving a two-year term will be replaced by alternates serving two-year terms, and similarly for members serving one-year terms.
- c. It was decided that, when an alternate is unable to serve for any reason, the replacement shall be selected from the same functional group (but not necessarily from the same agency) to serve out the remainder of the term. The selection of the replacement alternate will be accomplished through an informal election process.
- d. Regarding the selection of a committee vice-chairman, it was decided that candidates for this post must be chosen from the AOC membership. The chairman will nominate the candidate of his choice, after which the floor will be opened to other nominations from the AOC members. The final selection will be made by a vote of the AOC.

At-Large Members

The committee next turned its attention to the matter of At-Large Members. After the chairman indicated his wish to postpone the appointment of the three at-large members until the next committee meeting, the question arose as to who might serve as an at-large member. After some discussion, it was decided that persons from the vendor community would not be allowed to serve because of a potential conflict of interest. It was finally decided that at-large members would be required to meet the same qualifications as AOC members and that at-large membership could be extended to county and local governments. A motion to this effect was made and passed.

Domain Subcommittee Organization

Appointment Process

The next item on the agenda related to the size and staffing of the Domain Subcommittees. A document (*Domain Subcommittee Response Summary*) setting forth the relevant issues had been distributed to the members for their consideration.

It was suggested by the chairman and accepted by the members that an appropriate size for a subcommittee would be eight members, but with allowances for exceptions as might be dictated by the task at hand. It was also agreed that, from time to time, it would be appropriate to solicit the temporary assistance of persons outside of the subcommittee to serve as special subject-matter experts. As for the selection of a subcommittee chairman, the consensus of the committee was that the chairman should be selected by the Domain Subcommittee members themselves. A motion to this effect was made, seconded and passed.

At this point, a motion was made and passed to accept the remainder of the document consisting of the following five provisions:

The CIO staff on behalf of the AOC will send out an e-mail to the agency representatives (IT Directors, etc.) with copies to agency directors soliciting nominee names and backgrounds for each domain subcommittee. There will be no restrictions on the number of nominees. Nomination is voluntary. The following statement will be used to qualify nominees:

Membership should be open to any knowledgeable State or local government personnel, educators, independent consultants, or people working for non-profit organizations. It should not include any people from any vendor companies that could potentially have a conflict of interest with the subject matter.

Minimum qualifications have to include several years of direct experience within the field of knowledge to be addressed. Academic credentials are useful, but the major criteria should be actual time on the job working with the technology itself.

The AOC chair will appoint two to three members of the AOC for each domain to select the first group of sub-committee members (eight is optimum). One of those will become the principal contact for the sub-committee.

Domain subcommittee members will be asked to serve for a period of one-year and will remain on the sub-committee unless they are unable to serve due to some personal reason or they move into a position that creates a conflict of interest.

The Domain subcommittees as selected will be ratified at the next AOC meeting.

The Domain sub-committees will hold their first meeting with their AOC principal contact present. The AOC principal contact is not required to attend all sub-committee meetings. Their first order of business will be to get organized and to review, update and approve their Domain Profile.

The Domain sub-committee chair will recommend additions/replacements for members as needed during the year. At the end of the year, a new letter requesting nominees will be sent to the agencies, the Domain sub-committee chair along with the designated AOC contact will propose a new list of members to the AOC. A new chair will be selected or elected. Sub-committee members and chairs can serve multiple years.

Domain Guidebook

Copies of the Domain Subcommittee Guidebook had also been distributed to the committee members for their review for information purposes only. The guidebook was discussed in general, and it was agreed that the CIO's office would add an index and also provide AOC members with a two or three page summary.

Presentation by the Gartner Group

Toward the end of the meeting, John Dubiel from the Gartner Group gave an overview of the architecture workshop processes and illustrated the steps in conducting a Regular and Fast Track evaluation of a proposed standard. Copies of this presentation will be distributed to all persons attending the meeting.

Final Action Items

- a. The meeting attendees were advised that the minutes of the meeting would be prepared as soon as possible and distributed via e-mail.
- b. A commitment was also made to modify the bylaws to reflect the decisions made at this meeting, to republish them and distribute them to the AOC members.

c. The support staff for the AOC was asked to initiate the subcommittee selection process by issuing a letter to agencies asking for their nominations to the different domain subcommittees. When all nominations are received, the AOC will select the persons to serve on the initial domain subcommittees. In this regard, the chairman suggested that the AOC members provide him with a list of the domains arranged in order of the members' priority of interest.

Operational Considerations

The last item to be considered was the dates proposed for the remaining AOC meetings this calendar year. A motion to accept the schedule as proposed was passed.

The meeting was adjourned at 11:17 am.

The next AOC meeting is scheduled for August 27th at 2:00 pm at a location to be announced later.